

CONTRACT BIDDING DOCUMENTS

For

COOLING SYSTEM UPGRADES AT CONARD HIGH SCHOOL

BID #6162F



INFORMATION

COOLING SYSTEM UPGRADES
AT
CONARD HIGH SCHOOL

ENGINEER

SALAMONE & ASSOCIATES, PC

PROJECT MANAGER

JOSEPH MERCIERI
CAPITAL PROJECTS MANAGER

ALL QUESTIONS TO

PURCHASING SERVICES
TAMMY BRADLEY
SENIOR BUYER

All questions must be submitted in writing and mailed to the Purchasing Office emailed to Tammyb@westhartford.org or faxed to 860-561-7492 at least seven calendar days prior to the date established for the opening of bids. Please do not call the Engineer/ Architect, Project Manager or Purchasing Office with questions.

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PROJECT NARRATIVE

The scope of work shall consist of but not limited to, removal and replacement of the air cooled chillers, vertical split base mounted pumps, valves, piping and associated accessories. The closed loop system will have a proper Glycol management system added along with a condensate removal system for the custom indoor air handlers units. A full balancing report will be required for the proposed components.

LIST OF DRAWINGS

COVER

DME – 1	PARTIAL BOILER ROOM MECHANICAL/ELECTRICAL DEMOLITION PLAN
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INVITATION TO BID

Sealed bids marked “COOLING SYSTEM UPGRADES AT CONARD HIGH SCHOOL” will be received at the office of the Purchasing Division, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut until 2:30 PM on September 9, 2010 at which time they will be publicly opened and read.

Drawings and Specifications for review will be available in the Purchasing Office, Room 223, Town Hall, 50 South Main Street, West Hartford, Connecticut, 06107. Bid Forms, Drawings, and Specifications may be obtained at this location for a non-refundable deposit of \$ 25.00. Make deposit check payable to the Town of West Hartford. The Town does not mail drawings and specifications. The Contractor may arrange for delivery of the drawings and specifications by a third party at the Contractor's expense. Any questions concerning this request for bid shall be addressed to the Purchasing Agent at the address below.

A **mandatory** pre-bid conference will be held on August 25, 2010 at 2:30 PM at Conard High School, 110 Beechwood Road at which time questions concerning the project will be answered. Prospective bidders are expected to attend the pre-bid meeting as this will be the only opportunity to verbalize questions relative to this project and view the job site with the Town's project team.

All Bidders must file with their bid a bid bond, certified or treasurer's check in the amount of 10% of the total of the base bid made payable to the Town of West Hartford.

Performance and Labor and Material Payment bonds in the amount of 100% of the contract price will be required of the successful bidder if the contract pursuant to this request for bids exceeds \$50,000.00.

No bid may be withdrawn for a period of ninety (90) days after the opening of bids without the approval and written consent of the Town of West Hartford.

The right is reserved to reject any and all bids, to waive any informalities in the bidding and to make awards in any manner that is the most beneficial to the Town.

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening, may check the Town website,

<http://westhartford.com/TownServices/TownDepartments/FinancialServices/BidResults.htm>

a week after the bid opening date. Bidders calling the Purchasing Office for bid results will be referred to the above procedure.

TOWN OF WEST HARTFORD
CHRIS JOHNSON
PURCHASING AGENT